

MANUAL FOR THE CHIEF CAMP DIRECTOR
Owasippe Scout Camps
Chicago Council, Boy Scouts of America

THE ORGANIZATION OF THE OWASIPPE SCOUT CAMPS

The management of the Owasippe Scout Camps is headed by the Chief Camp Director, whose work is divided into administrative and program divisions, each headed by an Assistant Chief Camp Director.

The Administrative division is divided into the following departments:

1. Clerical The Chief Clerk
2. Maintenance The Custodian
3. Post Office The Postal Clerk
4. Distribution The Distribution Officer
- a. Stores Asst. Distribution Officer.
5. Commissary Commissary Officer

GENERAL PRINCIPLES

Good Commissary and Kitchen management, which makes it possible for the "inner man" and the "inner boy" to be best served, rests upon four supports:

PREPARATION
CLEANLINESS
SUPPLY
RECORD CONTROL

The Owasippe Commissary Organization places responsibility for these supports with the following members of the Local Camp Staff.

THE STEWARD

I. GENERAL SUPERVISION

He shall oversee the commissary including ordering, preparation and serving of food for regular meals, big day lunches, etc. He shall also supervise the cleanliness of all equipment and quarters considered a part of the commissary section of the Camp. He shall see that the food and equipment is ordered in consultation with those who work for him in the Department (Cooks and Commissary Assistants) and that proper records are maintained as to receipts, etc.

II. REQUISITIONING OF ALL FOODSTUFFS

The Steward shall order all foods in consultation with his cooks. This shall include the ordering of all hiking food from hike requisitions. Hike requisitions for food must be given to the Steward at least 48 hours prior to the hike.

REQUISITION AND DELIVERY: The Steward, upon the advice of his Commissary personnel, requisitions food and dining hall supplies from the Commissary Officer with the blank provided, (F. #3). This form is made out in triplicate to provide the Local Camp with a record of the action. (The original and first duplicate are sent to the Commissary Officer). Requisitions for deliveries expected the following day should be at the Owasippe Office no later than 4:00 P.M. On all requisitions, amounts and units must be specified. Menus should be checked carefully to avoid errors and omissions in requisitions. Orders should be telephoned only when they cannot be given through the regular channels.

THE BREAD ORDER, however, should be telephoned to the Owasippe Office before NOON each day. The Steward and the Cooks should bear in mind that the order for Saturday delivery given on Friday should be sufficient to carry through to Monday's delivery. Rolls & donuts - order 3 days in advance.

DELIVERY: Ordinarily, requisitions are picked up from Local Camp's "Out" box and brought to the Owasippe Office to be delivered at once to the Commissary Officer. The Commissary Officer approves the requisition and delivers it to the Distribution Officer who fills the order, enters it on the Delivery Tickets in triplicate; one copy remains at the Warehouse, the other two accompany the goods. The original is signed by the Steward or Cooks and returned to Warehouse. The duplicate is for the Local Camp's record. When goods cannot be delivered, the Commissary Officer will note the fact on the pink copy of the requisition. This copy accompanies the delivery ticket. Delivery Tickets are numbered for Camp and for Commissary as "Beard Commissary #37". This will aid the Steward in keeping a record of all that was received during the week. The purpose of this is to find accurate food costs. If the meat has not been included in the Delivery Tickets received, the Steward, in making the inventory, will leave the received column blank on all meat items but he is cautioned to fill in the opening inventory and the on-hand.

MILK: The Milk Order is determined and placed by the Commissary Officer. If milk supply is inadequate or in excess of needs, the Steward should inform the Commissary Officer who will make such adjustment as he feels necessary. It will be delivered to the Crystal Lake Camps each day. Therefore, each Cook should apportion milk so that there will be enough for breakfast and lunch the next day.

III. PERSONALLY TAKE ALL COMMISSARY INVENTORIES

Commissary inventories will be taken by the Steward upon request of the Owasippe Commissary Officer. Dates of the inventories cannot be scheduled in advance due to the irregularity of the opening dates of each Camp. Two copies of the inventory are prepared and both are sent to the Commissary Officer on inventory

day. The yellow copy will be returned to the Camp with any corrections noted. This inventory is to be in the hands of the Commissary Officer by evening of Inventory Day.

The inventory report is a record of the Steward's opening inventory, the goods received since the last inventory, the closing inventory and the amounts used. The opening inventory is the closing inventory for the preceding Report, the "received" is obtained from the delivery tickets, the closing inventory is taken from all items in stock, and the "used" is computed from them.

- IV. OTHER REPORTS: All paying guests eating in Camp should first obtain meal tickets provided for this purpose from the Camp Clerks (F.#223). These must be collected by the Steward during the meal and later forwarded to the Owasippe Office along with the regular weekly food inventory. Members of other staffs of the Owasippe Camps and regular guests of the Family Camp are not counted as visitors but should be reported on Form #236. All Camps will send any transfer reports (Form #214) to the Commissary Officer with the inventory. The Steward is to forward a list of foodstuffs taken from the regular supply for use in Leaders' parties or Arrow Feeds. The Commissary Officer is to receive direct payment for Arrow supplies.

V. MEAL COUNT

From these reports the Commissary Officer is able to calculate the meal cost per boy per meal, which is the ratio of the cost of food used to meals served. For these figures to be valuable it is necessary that the reports be turned in promptly and that the highest accuracy be used in their preparation.

VI. TRANSFERS

If supplies are transferred between Camps, record should be kept on F. #214, "Transfer of Commissary Supplies". The Camp receiving the supplies uses the transfer form in lieu of a Delivery Ticket and the sending Camp makes a note on the inventory explaining the deficiency, as per the model at the bottom of the form.

VII. VISITORS' MEALS

The Camps serve meals to as many visitors on Visitors' days, (Thursday and Sunday) as they can conveniently accommodate, but the Camps reserve the right to serve no extra meals if the available supplies will not warrant it. Visitors are not accommodated on days other than Thursday and Sunday. The Steward will consult with the Cooks before visitor's days to determine the number of meal tickets the Clerk shall sell; the Steward and Cooks will have to take this into consideration when ordering.

FREE MEALS:

Weekly, along with the Inventory (include in meal count) the Steward will forward to the Owasippe Office (c/o Assistant Chief Camp Director in charge of Administration, Form #236 listing all people who have been fed without charge. Reason for such action shall be stated after the person's name.

Example: John Doe - Regional Executive
P. Dengler - State Health Officer

1. State, County, National Inspection Groups or individuals.
2. Visiting Scout Executives

In former years, all registered Scoutmasters, Skipper s, and Commissioners, of the Chicago Council were permitted one free weekend for the season. The privilege has now been cancelled by action of the Chicago Council Camping Committee in May, 1943. Instead, all registered Scouters will be charged the flat rate of \$1.00 to include overnight lodging and three consecutive meals. All meals over this must be charged at regular rates.

NOTE: In case of doubt about a person's right to a free meal, the Owasippe Office of the Local Camp Director should be consulted.

VIII. ORDER ICE, COAL, AND REMOVAL OF GARBAGE

Ice and coal deliveries and garbage removal are arranged by the Distribution Officer, but it is well for the Steward to notify the Assistant Chief Camp Director in charge of Administration if any of these services are needed. Cans, paper, broken dishes, etc., must not be placed in garbage cans. Empty tin cans are washed, their tops and bottoms are completely removed and the cans then are to be completely flattened. They are kept in barrels near the garbage cans, awaiting removal.

IX. THE STEWARD WILL SUPERVISE THE COMMISSARY DEPARTMENT SANITATION

- a. Garbage and refuse disposal
- b. Cleanliness of all sections of the Department:
 1. Kitchen and Commissary Room
 2. Ice Box
 3. Dining Hall
 4. Dishwashing Platform
 5. Garbage platform and area immediately surrounding all sections of Dining Hall
 6. Grease traps and cesspools

THE COOK AND COOK'S ASSISTANT AND COMMISSARY ASSISTANTS

I. PREPARATION OF ALL FOODS

MENU: The policy of the Owasippe Scout Camps is a rigid adherence to standard menus. In the event of necessity of change, notice to the Local Camp Director and the Commissary Officer must be given as soon as possible. If an emergency arises where there is not time to reach the Commissary Officer, the Cook should consult with the Local Camp Director and make the change he authorizes.

BORROWING of supplies between Local Camps is to be discouraged. If an emergency requires it, however, the transfer is to be handled on the inventory for the week in the manner described under the earlier section of this Manual entitled "Transfers".

II. RECEIPT OF FOOD AND SUPPLIES

All Commissary deliveries must be received and signed by some member of the Commissary Department. This can be any of the following persons: (1) Steward; (2) Headwaiter; (3) Cooks or (4) Commissary Assistants. All deliveries should be checked against the Delivery Ticket for accuracy.

The original Delivery Ticket is signed by the person receiving the merchandise and returned to the Owasippe Warehouse. The duplicate is for the Local Camp's record and should be attached to the weekly inventory.

III. COMMISSARY SANITATION

The Steward, in his position as head of the Commissary Department, is responsible for its cleanliness as well as for all maintenance operations.

1. The Steward and Commissary Assistants will keep the Commissary Supply Room in order at all times.
2. The Cooks will be responsible for the kitchen.
3. The Cooks will be responsible for the cleanliness and order of the ice box. The ice box shelves and floor should always be clean.
4. The Commissary Assistants will scrub the floors of the kitchen, commissary room and ice box at least weekly and will mop them daily.
5. The dining hall floor will be scrubbed once a week by the Scouts, under the supervision of the Steward. The Director and the Steward will plan this detail together.
6. The cleanliness of garbage containers, platform and area immediately surrounding platform, will be the responsibility of the Commissary Assistants. The garbage cans are to be scrubbed at least twice a week and kept clean at all times.

7. Hot water in sufficient quantity is provided by the plants which furnish the water for showers. It is the responsibility of the Commissary Assistants to keep the fire going at all times during the day without the loss of coal. The Steward should see that hot water is not wasted.

COMMISSARY ASSISTANTS

- I. DISHWASHING SYSTEM - The Headwaiter personally supervises the entire dishwashing operation. The Steward supervises the table and dining hall cleanup after each meal. The members of each table are responsible for their own dishwashing. The dishwashing platform is divided into sections and marked to correspond with dining hall tables. Allowing sufficient time before the end of each meal, the Headwaiter will see that a pan with hot water and soap is placed at each dishwashing section. It is the Headwaiter's responsibility to see that the water in the rinsing vats is kept at 180 degrees F. using the thermometers supplied for this purpose. Other equipment for dishwashing includes another pan for carrying dirty dishes, a wire basket for rinsing clean dishes, a small brush, and a clean towel, all of which will be located at each section in the dishwashing stand. After dishes are washed, rinsed and dried, they are inspected by the Headwaiter and then placed in dining hall cabinets provided for each table. (A more complete statement on dishwashing is attached hereto). Dishwashing platform center boards - life up and scrub.

APRONS are available for each dishwasher to keep his clothes clean. Use them.

- II. TABLE WASHING - Dust pans should be provided and boxes into which all sweepings will be emptied. Nothing should be swept out of the Dining Hall. (Fly problem is caused by small pieces of garbage on ground).

While the dishes are being washing, the Steward supervises the dining hall cleanup. The waiters wash their tables with warm water and cloths provided. They also sweep the entire floor of dining hall. Mops should be used to clean floor near serving counter and any other place where food is spilled. The Steward shall also supervise the stacking of dishes brought in by the dishwashers.

IV. MEAL TIME

During the actual course of the meal, the Steward assists with the serving of foods. The Headwaiter supervises the waiters and will report any disciplinary problems or difficulties in proper serving to the Camp Director.

V. TOWELS, COOKS' LINEN, ETC.

Towels are delivered daily to the Camps. Clean towels will be exchanged piece for piece for soiled ones in such number as determined by the Distribution Officer. Insofar as is humanly possible, all table dishes and cutlery should dry of their own heat. When done correctly, no dish towels are necessary.

Cooks' linen is exchanged similarly. Delivery is made twice a week. Dishwashers aprons are exchanged each Wednesday and Saturday.

VI. PREPARATION OF HIKE RATIONS

HIKE FOODS: The Local Camps are supplied with the list of standard menus for hike rations and the check list of supplies to be furnished for these menus. Hike foods are ordered for the different groups planning to leave Camp by the Ranger, using F. #41. The Ranger will work with the Commissary Steward in drawing these hike foods.

If meat is desired, the order must reach the Commissary Officer at least forty-eight hours previous to the hike. This is essential so that perishables can be bought and that regular food orders can be lowered to avoid waste and duplication.

Pack LARDS - BUTTER - JELLIES in tin cans provided by Ranger. Wrap lard, butter and jellies in several thickness of waxed paper and place in a tin can furnished by Ranger

Pack EGGS in several thicknesses of waxed paper, 2 or 3 eggs to a can (use the small cans) furnished by Rangers and pack eggs in oatmeal if it is on the menu, or sand.

MEAT should be wrapped in very heavy paper (Troops can then put it into their large patrol cook kit pot). Don't wrap it in one bundle - break it into several small bundles.

VII. PREPARATION OF BUS LUNCHES

On the morning of the close of each Camp period, the Director and Steward will supervise the preparation of lunches for the number returning from their Camp. (Be sure to include Staffmen and Scoutleaders). Staffmen and Volunteer Leaders are to be secured for assistance in the preparation of these lunches.

The lunches are put up in individual bags which will provided; the lunches are then packed in large paste board cartons, saved by the Steward from deliveries of cereals, canned goods, etc. Waxed paper will be provided for the wrappings of sandwiches. Cartons should be plainly marked as to Camp and number of lunches. The menu for bus lunches will be provided by the Commissary Officer. Cooks should plan their bread order to meet the needs of the bus lunches.

PREPARATION OF SANDWICHES: - Cold meats should have the skins removed and fairly thin slices are to be preferred. No meat should show over the edges of the sandwich. Salmon salad and jam sandwiches should be so spread so that after the sandwich is completed the spread will not squeeze out and run over the sides. However, a "dab" of spread in the center does not constitute a sandwich. Put in sufficient to make it a tasty sandwich.

PACKING OF SANDWICHES: Each completed sandwich should be cut diagonally. One triangle should be placed on top of the other, then the sandwich may be wrapped in waxed paper. Pickles should be wrapped separately. The inner wrappings of bread wrappers ~~the~~ wrappers around hamburger buns provide excellent paper for pickles. In packing the entire lunch, a #5 or #10 bag may be used. The sandwiches are placed at the bottom of the bag, the pickles slip down along the sides and the cookies are placed on top. The bag is then folded down and packed.

Cleanliness in preparing the packing is essential. (no one cares to eat a poorly wrapped or packed lunch).

No fruit should be packed inside the bag. The fruit for the entire group is sent separately in one container. Have lunches ready immediately before the noon meal. They will be picked up by the Warehousemen.

MISCELLANEOUS INFORMATION

FOOD HANDLERS

No foodstuffs are to be handled directly by any person who has not had the regular Food-Handlers Examination.

BUTTER

The policy of the Camps is to provide one piece of butter per person per meal, providing it is available on the market.

PROPER HANDLING OF MILK

When lid is removed from 10 gallon cans, the lip of the can must be wiped thoroughly with a clean cloth which has been rinsed in scalding hot water.

The partial contents of two different cans of milk must not be mixed together.

Left over milk from tables should be kept in a separate can and should not be poured back into partially filled cans. Explanation: The mixing of milk of different temperatures causes the rapid growth of bacteria. Left over table milk should be used for cooking if at all possible.

Milk should be kept below 50°. It should be the very last item taken out of ice boxes for serving.

Before removing milk from container, stir it with the special mixer provided for this purpose. (This has long-handle with a circular perforated plate). Be sure you clean this mixer before using. Rinse out empty milk cans.

NO ICE IN DRINKS

Ice must never be used directly in drinks as there is possibility of contagion through bad ice. (Our ice is natural - not manufactured). It is recommended that water for cold beverages be placed in the ice box at least 3 hours before serving, making the use of ice unnecessary.

HANDOUTS

Absolutely no food is served except in the dining hall at the regular meal times. Cooks and Stewards should make no exception to Staff Members. The only exception is made in the case of hikers who have come in late, where the Director or his Assistant feel that they should be fed. These should be fed whatever can be easily supplied by the Steward or the Cooks and ~~and~~ served in the dining hall.

COMMISSARY OFF-LIMITS

The Kitchen and Commissary rooms are off-limits for all Scouts and Staff except the Commissary Staff and the Director. The Doctor is to inspect sanitary conditions.

HIKING TO OTHER CAMPS

Hiking by Leaders or Scouts to other Camps for meals is to be discouraged. Permission for exceptional cases should be secured from the Camp Director of the Leaders' Camp and Camp which is to be visited.

HOSPITAL PATIENTS

Every reasonable effort should be made to supply special food suggested by the doctor for sick patients. All food for hospital cases should be on written order of the Local Camp Doctor.

SPECIAL FEEDS

The kitchen may be used for Arrow and Scoutmasters' feeds, with a limit of two Leaders and one Arrow feed during the camp period and one staff feed during the season (provided the Steward is present and responsible for the use of the kitchen and commissary). All such arrangements are subject to budget allowances in the Camp's program account. A list of all supplies used for such purposes is kept by the Steward and attached to the weekly inventory.

VISITORS' MEALS IN LOCAL CAMPS

The following is the cost of meals to paying guests. The Clerk will have meal tickets for sale. He will sell only as many tickets as the Steward and Director agree that he should sell.

RATES FOR ADULTS AND CHILDREN 12 YEARS OF AGE AND OLDER

Breakfast	50¢
Dinner (Heavy meal of day).	85¢
Supper (light meal of day).	75¢
Sunday Dinner	1.00

RATES FOR CHILDREN UNDER 12 YEARS OF AGE

Breakfast	35¢
Dinner (heavy meal of day).	50¢
Supper (light meal of day).	50¢
Sunday Dinner	65¢

FORMS TO BE ATTACHED TO THE COMMISSARY MANUAL

Form . . .	3 - Requisition
	5 - Weekly Inventory of Foodstuffs
	41 - Hikemaster's Food Requisitions
	60 - Commissary Serving Record
	124 - Menu
	214 - Transfer of Commissary Supplies
	223 - Meal Ticket
	236 - Explanation of Free Meals

Prepared 6/1942 - WJS
 Revised 5/1943 - WJS
 Revised 6/1944 - HN
 Revised 5/1946 - WJS

Camping Service
 Chicago Council, BSA

DISHWASHING ---- THE SANITARY -- EASY WAY -- AT OWASIPPE

Dishwashing, like the poor, we have always with us. But unlike the poor, we can and have tackled the dishwashing problem and have achieved a high degree of sanitation with a minimum amount of effort on the part of each individual.

What are the essential factors involved?

1. Removal, by scraping, of all possible solids and liquids.
2. Thorough scrubbin of each item with hot water, soap and brush.
3. Thorough rinsing in two different rinse waters, each maintained at 180° F. or over.
4. Drying with towel kept to minimum necessary, except for silverware which must be thoroughly rubbed.

DISHES CAN BE THE MEANS OF DISEASE TRANSMISSION IF NOT PROPERLY WASHED.

DISHES CAN BE THE MEANS OF DYSENTERY IF NOT PROPERLY RINSED.

DISHES CAN COLLECT DUST EASILY IF NOT PROPERLY DRIED.

THE DISHWASHING EQUIPMENT: - Wire basket for rinsing and transporting dishes. (All dishes are not to be carried at one time).

Pan filled with reasonably hot water and soap flakes.

Dish brush

Dishwasher's apron

Rinsing tubs

Dish towels

At the end of the meal the waiter and dishwasher should cooperate in thoroughly scraping all refuse into one plate or into one bowl. Return unused items, such as untouched bread, butter, milk, etc. to the kitchen. Wait for your serving dishes and pans.

Now let's skip the waiter, unless he wants to help bring the dishes out to the platform.

The dishes are brought to the platform and to the spot used by your table. (Don't carry all the dishes at one time, they're too heavy, and may either injure you or cause you to drop some of them, then you'll have a spill on your hands). Don't put the silverware in a pitcher, it will nick it too much.

Slip into the Dishwasher's apron provided - keep your clothes clean.

Let's wash these in a logical order, if your cups and bowls haven't had a sticky liquid, why not wash them first? Then follow with such other "easy" items as silverware. Perhaps now we should change the washing water, it may be too cool and a little too greasy. But be sure you get some soap on the "refill". Now wash the greasier or stickier items. Scrub ~~them~~, get every bit of grease off. Do the same thing to the serving dishes, pans and pitchers.

Now we're ready to rinse them, and if we're smart we're ready to save ourselves some effort in the drying. Stack your dishes in the wire tray (no, not all of them at once). Place them in that section of the rinsing tub marked #1. Rest the tray on the bottom, but don't put your hands in the water, it's 180° hot. Keep them there a full minute, sing a song or two while you're holding them there. Then switch them to but #2, do the same thing for a full minute.

Now, if you've held them in the rinse long enough, and if the water was maintained at 180° your drying problem is practically solved. They'll dry themselves!!!! You'll have to go over the metal ware rubbing it carefully, and you'll have to check over the chinaware to remove any drops of water, but outside of that the drying job should be completed.

Now we're ready to take them back to our cabinet in the dining hall, stopping to have them checked on the way. No, we're not going to carry them all at one time, even though the removal of dirt has made them a little lighter.

But don't forget that dishwashing pan, scrub it out with soap, you'll have to have it clean for the next meal. When you're finished leave the pan up to soak up the sun (if it's out!) and do the same with the brush, leave it bristle side up. Hang up your dishtowel, report out to the Commissary Assistant. See, your job hasn't taken very long, you did it the right way, and everything is spic and span for that next big meal.

Appendix to Commissary Manual

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Camping Service

Chicago Council, BSA

6/1942